

# ملخص القواعد

## جميع الشعب

# PRONOUNS

## pronouns الضمائر

### subject pronouns

ضمائر الفاعل  
تقوم بتعويض الفاعل في الجملة

أنا I  
أنت YOU  
هو/هي (للعاقل) HE/SHE  
هو/هي (لغير العاقل) IT  
نحن WE  
هم THEY

### object pronouns

ضمائر المفعول  
تقوم بتعويض المفعول في الجملة

أنا ME  
أنت YOU  
هو/هي (للعاقل) HIM/HER  
هو/هي (لغير العاقل) IT  
نحن US  
هم THEM

### possessive pronouns

ضمائر الملكية  
لا يأتي بعدها الشيء المملوك

ملكي MINE  
ملكك/ملككم/ملكتك YOURS  
ملكه/ملكها HIS/HERS  
we don't use ITS for possessive pronouns  
ملكنا OURS  
ملكهم THEIRS

### possessive adjectives

صفات الملكية  
يأتي بعدها الشيء المملوك

ملكي MY  
ملكك/ملككم/ملكتك YOUR  
ملكه/ملكها (للعاقل) HIS/HER  
ملكه/ملكها (لغير العاقل) ITS  
ملكنا OUR  
ملكهم THEIR

### reflexive pronouns

الضمائر المنعكسة  
تستعمل لتبيان أن الفاعل قام بالفعل  
بنفسه دون أي مساعدة

نفسي MYSELF  
نفسك YOURSELF  
نفسه/نفسها (للعاقل) HIMSELF/HERSELF  
نفسه/نفسها (لغير العاقل) ITSELF  
نفسنا OURSELVES  
نفسكم YOURSELVES  
نفسهم THEMSELVES

# TENSES

## الأزمنة TENSES

### past tense

لاستعمال هذا الزمن نحتاج الفعل  
(يكون) كفعل مساعد في التصريف  
فنصرف الفعل يكون في الماضي +  
جذع الفعل + ing

المستمر continuous:  
WAS/WERE + STEM + ING

I, HE, SHE, IT:  
was+ stem+ ing  
YOU, WE, THEY:  
were+ stem+ ing  
e.g:  
I was sleeping  
WE are going to the  
cinema

لاستعمال هذا الزمن نحتاج استعمال  
الفعل (يملك) كفعل مساعد في  
التصريف فنصرف الفعل يملك في  
الماضي + التصريف الثالث للفعل

البسيط simple

المثالي perfect:  
HAD + PAST PARTICIPLE OF THE VERB

**PAST PARTICIPLE**  
-regular verbs : stem + d / ed  
-irregular verbs : must be learned  
يجب أن تحفظ

شاذة أخرى و عادية أفعال الأفعال من نوعان هناك

Regular verbs keep the same stem in conjugation process

التصريف عند الجذع نفس على تحافظ العادية الأفعال

Irregular verbs don't keep the same form of the stem and it may change once, twice or never

التصريف عند الجذع نفس على تحافظ لا الغير عادية الأفعال

أبدا تتغير لا أو مرتين مرة تتغير أن ويمكن

irregular verbs : have to be learned

e.g:

i spoke to the doctor

regular verbs: STEM + (D/ED)

I, YOU, HE, SHE, IT, WE,  
THEY: stem + (D/ED)  
-we add D to verbs that  
end with ..e  
-we add ED to verbs that  
don't end with ..e  
e.g:  
WE produced sugar  
yesterday  
I booked a place for you  
guys

verbs that end with Y :

-if before Y is vowel we add D

-if before Y is consonant we

omit Y and we put IED

play ----->played

hurry ----->hurried

I, YOU, HE, SHE, IT, WE, THEY:  
had+past participle  
e.g:  
THEY had eaten the meals

# الأزمنة TENSES

## future tense

simple البسيط  
WILL + STEM

I, YOU, HE, SHE, IT,  
WE, THEY: will + stem  
e.g:  
I will visit you  
tomorrow

نضع ثم الجذع قبل will نضيف  
الضمائر جميع مع هو كما الفعل

## present tense

لاستعمال هذا الزمن نحتاج الفعل  
(يكون) كفعل مساعد في التصريف  
فنصرف الفعل يكون في الماضي +  
جذع الفعل + ing

continuous المستمر :  
AM/ARE/IS +STEM+ING

I:  
am+ stem+ ing  
HE, SHE, IT:  
is+ stem+ ing  
YOU, WE, THEY:  
are+ stem+ ing  
e.g:  
I am dreaming  
YOU are eating  
HE is coming

البسيط simple

I, YOU, WE, THEY: stem  
HE, SHE, IT: stem+(S/ES)  
we add ES only with verbs  
that end with: O, X, SS, CH, SH, Z  
e.g:  
i like apples  
she dresses like a queen

verbs that end with Y :  
-if before Y is vowel we add S  
-if before Y is consonant we omit Y and we put IES

play ----->plays

hurry ----->hurries

perfect المثالي :  
HAVE/HAS + PAST PARTICIPLE  
OF THE VERB

## PAST PARTICIPLE

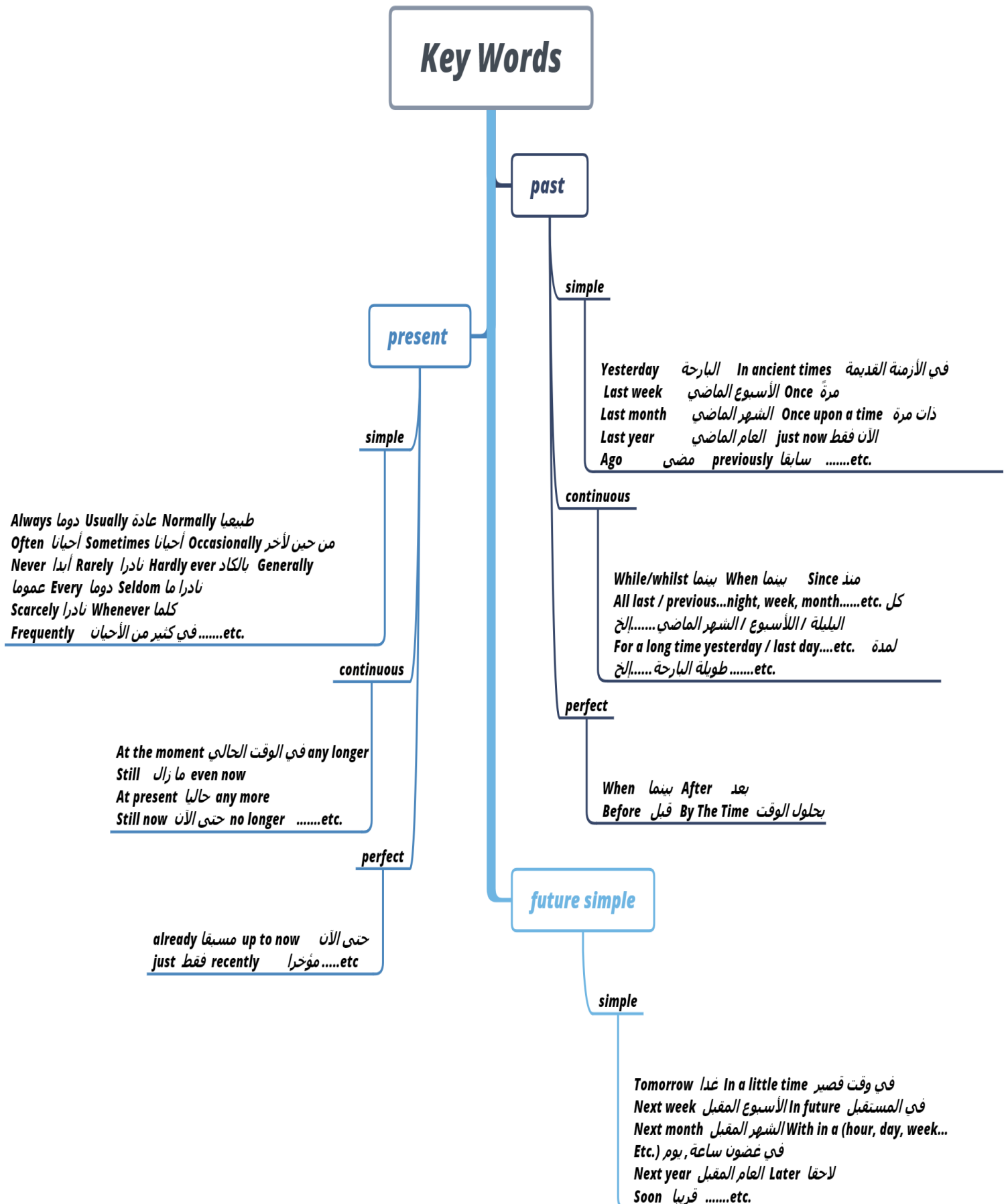
-regular verbs : stem + d / ed  
-irregular verbs : must be learned  
يجب أن تحفظ

لاستعمال هذا الزمن نحتاج استعمال  
الفعل (يملك) كفعل مساعد في  
التصريف فنصرف الفعل يملك في  
المضارع + التصريف الثالث للفعل

I, YOU, WE, THEY:  
have+past participle  
HE, SHE, IT:  
has + past participle  
e.g:  
WE have studied  
she has spoken

In this tense it doesn't matter  
whether the verb is regular or  
irregular. We conjugate both of  
them in the same way.

في هذا الزمن لا يهم إن كان الفعل عاديا أم شاذا  
فتصرفهما يكون بنفس الطريقة



# IRREGULAR VERBS

الفعل	STEM	PAST SIMPLE	PAST PARTICIPLE
الأفعال التي لا تغير من شكلها Verbs that don't change its form			
يرهن	Bet	Bet	Bet
ينفجر	Burst	Burst	Burst
يصب	Cast	Cast	Cast
يكلف	Cost	Cost	Cost
يقطع	Cut	Cut	Cut
يناسب	Fit	Fit	Fit
يجرح	Hurt	Hurt	Hurt
يضرب	Hit	Hit	Hit
يسمح	Let	Let	Let
يضع	Put	Put	Put
ينسحب	Quit	Quit	Quit
يجلس	Set	Set	Set
سكب/ذرف	Shed	Shed	Shed
اغلق	Shut	Shut	Shut
يبصق	Spit	Spit	Spit
ينتشر	Spread	Spread	Spread
انزلق	Slid	Slid	Slid
حزين	Upset	Upset	Upset
مبلل	Wet	Wet	Wet
الأفعال التي تتغير مرة واحدة Verbs that change one time			
ينحني	Bend	Bent	Bent
تغلب	Beat	Beat	Beaten
ينزف	Bleed	Bled	Bled

احضر	Bring	Brought	Brought
تكاثر	Breed	Bred	Bred
يبني	Build	Built	Built
يحرق	Burn	Burnt	Burnt
يشترى	Buy	Bought	Bought
على قبض	Catch	Caught	Caught
حفر	Dig	Dug	Dug
تعامل	Deal	Delt	Delt
يغذي	Feed	Fed	Fed
يشعر	Feel	Felt	Felt
يقاتل	Fight	Fought	Fought
يجد	Find	Found	Found
على حصل	Get	Got	Got
يملك	Have	Had	Had
سمع	Hear	Heard	Heard
امسك	Hold	Held	Held
احتفظ	Keep	Kept	Kept
ركع	Kneel	Knelt	Knelt
إستلقى/بسط	Lay	Laid	Laid
يقود	Lead	Led	Led
إستند	Lean	Leant	Leant
تعلم	Learn	Learnt	Learnt
غادر	Leave	Left	Left
أقرض	Lend	Lent	Lent
أضاء	Light	Lit	Lit
خسر	Lose	Lost	lost
يصنع	Make	Made	Made
تعني	Mean	Meant	Meant

قد	May	Might	/
دفع	Pay	Paid	Paid
يقرأ	Read	Read	Read
قال	Say	Said	Said
يبيع	Sell	Sold	Sold
يرسل	Send	Sent	Sent
جلس	Sit	Sat	Sat
يلمع	Shine	Shone	Shone
ينزلق	Slide	Slid	Slid
أنفق	Spend	Spent	Spent
يُهجأ	Spell	Spelt	Spelt
يتسرب	Spill	Spilt	Spilt
يبصق	Spit	Spat	Spat
يشم	Smell	Smelt	Smelt
علم	Teach	Taught	Taught
أخبر	Tell	Told	Told
يفكر	Think	Thought	Tought
يفهم	Understand	Understood	Understood
سوف	Will	Would	/
يفوز	Win	Won	won

### الأفعال التي تتغير مرتين Verbs that change two times

نشأ	Arise	Arose	Arisen
يكون	Be	Was/were	been
يصبح	Become	Became	Become
بدأ	Begin	Began	Begun
يعض	Bite	Bit	Bitten
يأتي	Come	Came	Come

يفعل	Do	Did	done
رسم	Draw	Drew	Drawn
يقود	Drive	Drove	Driven
يشرب	Drink	Drank	Drunk
يأكل	Eat	Ate	Eaten
يسقط	Fall	Fell	Fallen
يحرم	Forbid	Forbade	Forbidden
ينسى	Forget	Forgot	Forgotten
غفر	Forgive	Forgave	Forgiven
تجمد	Freeze	Froze	Frozen
يُعطي	Give	Gave	Given
ذهب	Go	Went	gone
ينمو	Grow	Grew	Grown
يخفي	Hide	Hid	Hidden
يعرف	Know	Knew	Known
ركب	Ride	Rode	Ridden
يرتفع	Rise	Rose	Risen
يركض	Run	Ran	Run
يرى	See	Saw	Seen
غاص	Sink	Sank	Sunk
يهز	Shake	Shook	Shaken
يتحدث	Speak	Spoke	Spoken
يسبح	Swim	Swam	Swum
يأخذ	Take	Took	Taken
يرمي	Throw	Threw	Thrown
استيقظ	Wake	Woke	Woken
ارتدا لبس،	Wear	Wore	Worn
يكتب	Write	Wrote	written

# AUXILIARY VERBS

	TO BE	TO HAVE	TO DO
<b>PAST SIMPLE</b>	I was YOU were HE/SHE/IT was WE were THEY were	I had YOU had HE/SHE/IT had WE had THEY had	I did YOU did HE/SHE/IT did WE did THEY did
<b>PRESENT SIMPLE</b>	I am YOU are HE/SHE/IT is WE are THEY are	I have YOU have HE/SHE/IT has WE have THEY have	I do YOU do HE/SHE/IT does WE do THEY do
<b>FUTURE SIMPLE</b>	I will be YOU will be HE/SHE/IT will be WE will be THEY will be	I will have YOU will have HE/SHE/IT will have WE will have THEY will have	I will do YOU will do HE/SHE/IT will do WE will do THEY will do
<b>PAST CONTINUOUS</b>	I was being YOU were being HE/SHE/IT was being WE were being THEY were being	I was having YOU were having HE/SHE/IT was having WE were having THEY were having	I was doing YOU were doing HE/SHE/IT was doing WE were doing THEY were doing
<b>PRESENT CONTINUOUS</b>	I am being YOU are being HE/SHE/IT is being WE are being THEY are being	I am having YOU are having HE/SHE/IT is having WE are having THEY are having	I am doing YOU are doing HE/SHE/IT is doing WE are doing THEY are doing
<b>PAST PERFECT</b>	I had been YOU had been HE/SHE/IT had been WE had been THEY had been	I had had YOU had had HE/SHE/IT had had WE had had THEY had had	I had done YOU had done HE/SHE/IT had done WE had done THEY had done
<b>PRESENT PERFECT</b>	I have been YOU have been HE/SHE/IT has been WE have been THEY have been	I have had YOU have had HE/SHE/IT has had WE have had THEY have had	I have done YOU have done HE/SHE/IT has done WE have done THEY have done

## WAS - WERE ABLE TO / HAD TO / USED TO

1/-Was, were able to capacity of doing something somehow special للتعبير عن مقدرة مميزة

Example:

I was able to lift 100 kg

2/-Had to an obligation إرغام (something must be done this way with no alternative)

Example:

Ancient people had to work hard to live

3/-Used to

A- habit of doing something frequently عادة على القيام بشيء

Example:

He used to get up at 7:00 o'clock

B- something was a thing and became something else شيء تغير بمرور الزمن

Example:

This school used to be a mosque

EXERCISE 1: Fill the gaps with had to, used to, was/were able to.

- In ancient times people .....worship stones.
- The Egyptians produce crops in the fertile soil of the Nile Valley.
- She ..... read 2 books a day.
- In the past people.....travel on animals back.

## COMPARATIVES & SUPERLATIVES

### Comparative adjectives

Comparative adjectives are used to compare between two nouns.

صفات المقارنة تستعمل للمقارنة بين إسمين

**Noun (subject) + verb + comparative adjective + than + noun (object).**

Example:

I am bigger than you

### Superlative adjectives

Superlative adjectives are used to describe an noun in terms of quality. so we can show the difference between two nouns

صفات المقارنة تستعمل لوصف الإسم من حيث النوعية لكي نستطيع توضيح الفرق بين إسمين

**Noun (subject) + verb + the + superlative adjective + noun (object).**

Example:

I am the biggest of my friends

ADJECTIVE		COMPARATIVE		SUPERLATIVE	
IRREGULAR WORDS					
bad	سيء	worse	أكثر سوء	worst	الأسوء
good	جيد	better	جيد أكثر	best	الأفضل
much	كثير	more	أكثر	most	الأعظم
some	بعض	more	أكثر	most	الأعظم
many	كثير	more	أكثر	most	الأعظم
REGULAR WORDS					
One-syllable adjectives and adjectives ending in -y		adjective + -er		the + adjective + -est	
big	كبير	bigger	أكبر	biggest	الأكبر
tall	طويل	taller	أطول	tallest	الأطول
Y		IER		IEST	
handy	مفيد	handier	إفادة أكثر	handiest	الأكثر إفادة
happy	سعيد	happier	أكثر سعادة	happiest	الأسعد
Two-syllable or longer adjectives		more + adjective		the most + adjective	
beautiful	جميل	More beautiful	أكثر جمالا	most beautiful	الأجمل
talented	موهوب	More talented	موهوب أكثر	Most talented	الأكثر موهبة

### EXERCISE 2: turn the adjective between brackets into a comparative or a superlative form.

- 1.He was the (clever) thief of all.
- 2.Who is the (rich) woman on earth?
- 3.Our house is (big) than yours.
- 4.this book is (interesting) than the old one.
- 5.He is the (old) of four children.
- 6.What's (large) city in the world?
- 7.you are (creepy) than your friend

# CONDITIONAL

This lesson contains 4 main types 0, 1, 2, 3. To express condition we use If, provided that, providing that, as long as (all connectors can be put whether at the beginning or between the sentences)

هذا الدرس يحتوي على 4 أنواع 0, 1, 2, 3. للتعبير عن الشرط نستعمل If, provided that, providing that, as long as (جميع أدوات الربط يمكن وضعها في البداية أو بين الجمل)

## Type zero: a general truth حقيقة عامة

If Present simple, present simple

sentence 1

sentence 2

example:

If you heat water it boils

Present simple if present simple

sentence 2

sentence 1

water boils if you heat it

## Type one: a situation possible to happen حادثة ممكنة الوقوع

If Present simple, futur simple

sentence 1

sentence 2

example:

If you study hard, you will succeed

futur simple if present simple

sentence 2

sentence 1

you will succeed if you study hard

## Type two: a situation impossible to happen حادثة مستحيلة الوقوع

If past simple, would + stem

sentence 1

sentence 2

example:

If you studied hard, you would succeed

would + stem if past simple

sentence 2

sentence 1

you would succeed if you studied hard

## Type three: a desire to change something الرغبة في تغيير شيء

If past perfect, would have + past participle

sentence 1

sentence 2

example:

if you had studied hard, you would have succeeded

would have + past participle if past perfect

sentence 2

sentence 1

you would have succeeded if you had studied hard

## EXERCISE 3: put the verbs between brackets in their correct form

### Type 1:

- If you (go) out with your friends tonight, I (watch) the football match on TV.
- I (earn) a lot of money if I (get) that job.

### Type 2:

- If he (try) harder, he (reach) his goals.
- I (buy) these shoes if they (fit) .

### Type 3:

- If we (listen) to the radio, we (hear) the news.
- If you (switch) on the lights, you (fall / not) over the chair.

# WISH & REGRET

To express wish we use I wish, if only

للتعبير عن التمني نستعمل I wish, if only

There are 4 distinct types of I wish / if only sentences:

- Wish, wanting change for the present or future with the simple past.
- Regret with the past perfect.
- Complaints with would + stem.
- Dreams and unreal situations with could + stem

## Expressing a wish:

*Form: If only / I wish + simple past*

### Example:

If only I knew how to use social media.

(I don't know how to use social media and I would like to learn how to use them)

- The simple past here is an unreal past.
- When you use the verb "to be" the form is "were".

### Example:

I wish I were a millionaire!

## Expressing regret:

*Form: If only / I wish + past perfect*

### Example

If only I had woken up early. (I didn't wake up early and I missed my bus.)

- To express a regret.
- The action is past.

## Complaining:

*Form: I wish / if only + would + verb*

### Example:

I wish you wouldn't arrive so late all the time.

(I'm annoyed because you always come late and I want you to arrive on time)

- To complain about a behavior that you disapprove.
- Expressing impatience, annoyance or dissatisfaction with a present action.

## Dreams and unreal situations:

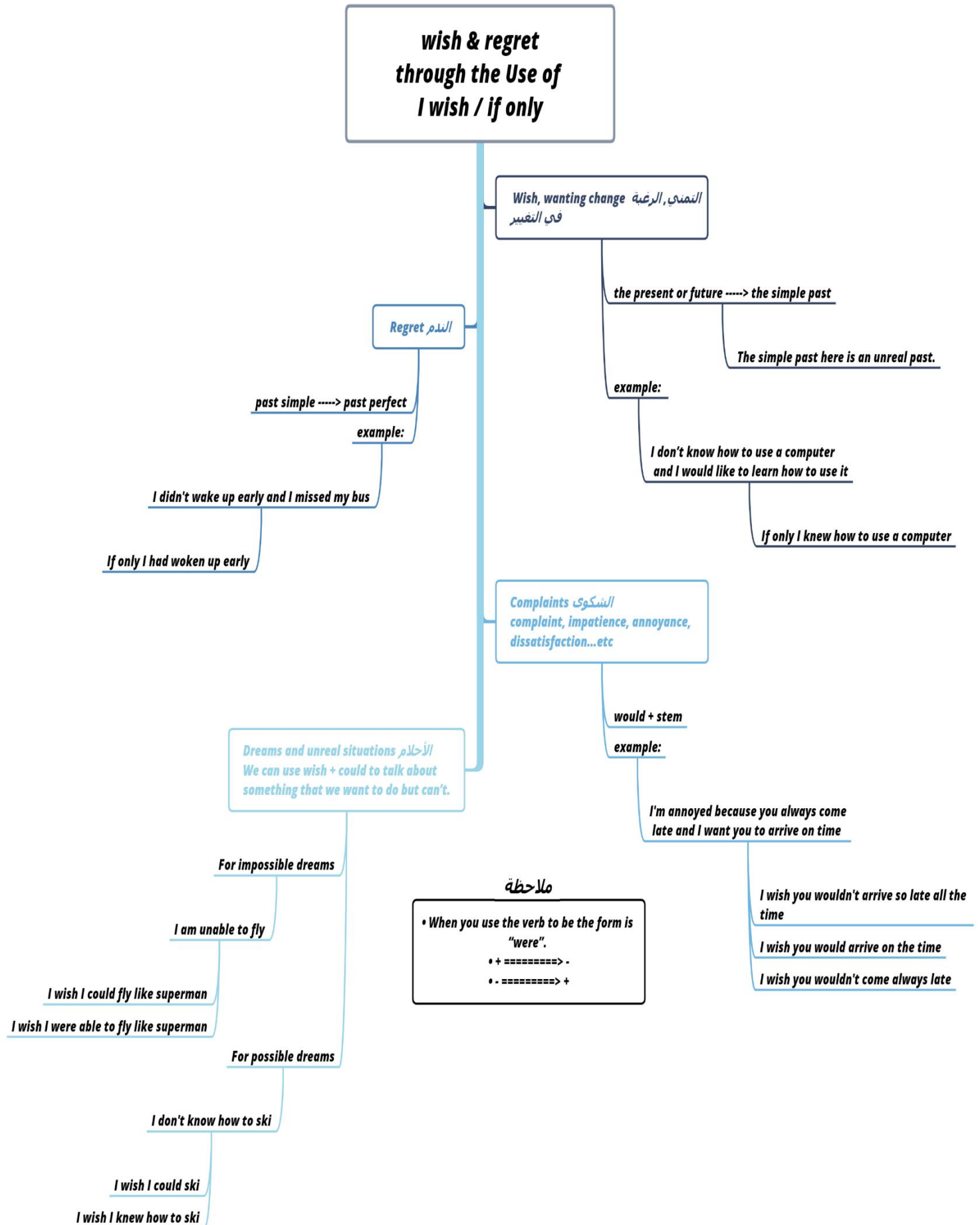
We can use wish + could to talk about something that we want to do but can't.

### For impossible dreams:

'I wish I could fly like superman!'

### For possible dreams:

'I wish I could ski.' (This is not impossible, you just need to take lessons)



### ملاحظة

- When you use the verb to be the form is "were".
- + =====> -
- - =====> +

#### EXERCISE 4: make a wish

1. I regret talking to you last night. >>> I wish
2. My sister doesn't invite me to go with her. >>> I wish
3. I want to have money.>>> I wish
4. I didn't study for my exams. >>> I wish
5. I didn't know she was ill. >>> I wish

## IT'S HIGH TIME...

We use **it's high time** if we feel that it is already late for something to happen, because it uses a past tense form to talk about the present or future.

نستعمل عندما نحس أنه قد فات الأوان لحدوث ذلك الشيء

#### *It's high time + subject+ verb in past tense*

##### You should get that car repaired.

- It's high time you got that car repaired.
- It's time you got that car repaired. (This pattern shows a little less urgency.)
- It's about time you got that car repaired.

##### we should buy a new car.

- It's high time we bought a new car.
- It's time we bought a new car.
- It's about time we bought a new car.

#### EXERCISE 5: complete the sentences

1. We should fight corruption  
it's high time we .....
2. the government should eradicate illegal activities  
it's high time the government .....
3. all citizens should report nepotism  
it's high time all citizens .....

## SO...THAT / SUCH...THAT

They are used to enhance the meaning and make it more powerful

تستعملان لتقوية المعنى

#### 1/- so + adjective + that

**Example:** The car was expensive, we couldn't buy it-----> The car was so expensive that we couldn't buy it

#### 2/- such + noun phrase + that

**Example:** it was a good film, I watched it twice -----> it was such a good film that I watched it twice

#### EXERCISE 6: complete the sentences using the appropriate connectors

Your friend has .....an amazing personality.....even elders respect him  
Our teacher is .....polite.....everyone loves him  
They have .....a big house .....I got lost!

# ADVICE

To express advice we use Should, had better, ought to, (have better/ must), need to ...etc  
لتقديم النصيحة نستعمل Should, had better, ought to, (have better/ must), need to ...etc

## Example:

It would be better if you stopped smoking.

You should stop smoking 📌 *notice that after should we put the stem (verb's infinitive)*

## EXERCISE 7: give advice

If she doesn't hurry, we will miss the bus

If he tried harder, he would reach his goals

If I had taken my umbrella, I wouldn't have gotten wet.

# MODALS

Modal Verb	Expressing	Example
must	Strong obligation إرغام قوي	You must stop smoking.
	logical conclusion / Certainty إثبات	He must be very tired. He's been working all day long.
must not	Prohibition منع	You must not smoke in the hospital.
can	Ability قدرة	I can play pool.
	Permission السماح	Can I use your phone please?
	Possibility إمكانية	Smoking can cause cancer.
could	ability in the past مقدرة في الماضي	When I was younger I could run fast.
	polite permission سماح مهذب	Excuse me, could you give me the chair please?
	Possibility إمكانية	It could rain tomorrow!
may	Permission السماح	May I use your pen please?
	Possibility إمكانية, probability احتمالية	It may rain this afternoon!
might	polite permission سماح مهذب	Might I suggest an something?
	Possibility إمكانية, probability احتمالية	I might go on holiday to London next year.
had better	Advice نصيحة	You 'd better revise your for the exams

## EXERCISE 8: complete the sentences using the appropriate modal

You seem so sick, you.....see a doctor

Sir .....you answer my question please!

She.....come fast, or we will be late for the feast.

# FINAL S

هناك قاعدة بسيطة جدا يمكنكم معرفة النطق الصحيح لأي كلمة من دون أن تنطقها حتى وهي رؤية الحرف الموجود قبل S



لاحظ أنه باختلاف الحرف الذي يأتي قبل S يختلف نطقها مباشرة

/ s /	/ z /	/ iz /
P, T, K, C, Q, F, AUGH, OUGH, PH, TH(ث)	THE REST	S, SS, X, Z, ZZ, CE, CH, SH, GE

Example:

/ s /	/ z /	/ iz /
Stops, starts, books, economics, stuffs, laughs, graphs	Drives, dreams, kills, absorbs, bags..etc	Buses, bosses, boxes, buzzes, produces, watches, washes, badges

## EXERCISE 9: Classify the following words according to the pronunciation of their final "s"

Cows, glasses, stores, hurts, hearts, buses, bears, books, starts, stops, spots, watches, buzzes, laughs, tomatoes, washes, keys, grows, dreams, maps, cakes, bridges, rules, dads, dogs, reduces, creeps, lowers, plays, produces, nurses, levels, bodies, switches, worries.

/ s /	/ z /	/ iz /

# FINAL ED

هناك قاعدة بسيطة جدا يمكنكم معرفة النطق الصحيح لأي كلمة من دون أن تنطقها حتى وهي رؤية الحرف الموجود قبل ED



لاحظ أنه باختلاف الحرف الذي يأتي قبل ED يختلف نطقها مباشرة

/ t /	/ d /	/ id /
SS, CE, K, C, Q, P, F, OUGH, AUGH, PH, X, CH, SH	THE REST	T, D

Example:

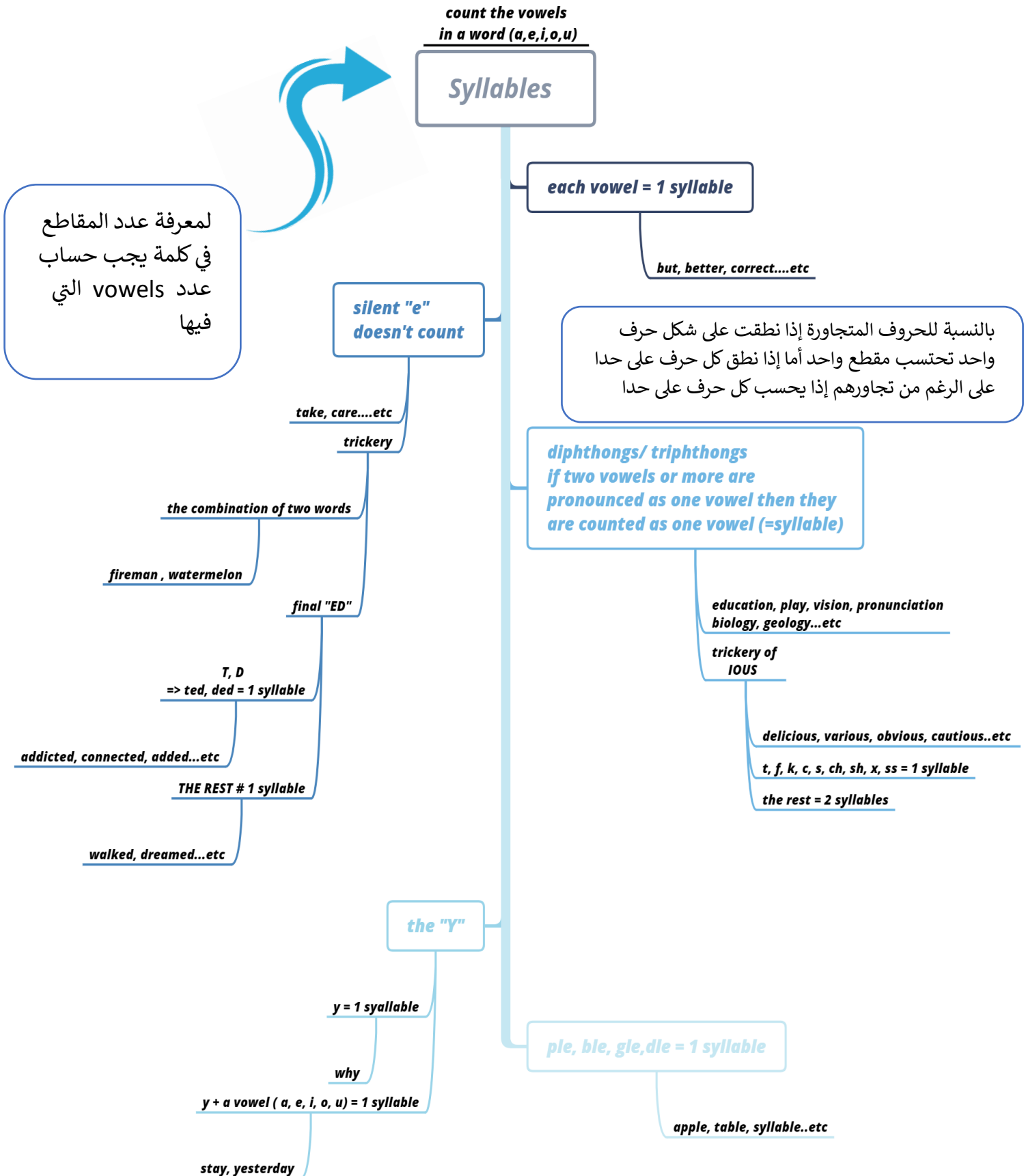
/ t /	/ d /	/ id /
Produced, cooked, stopped, watched	Honored, heard, dived, dreamed...etc	Addicted, added, wanted, connected

## EXERCISE 10: Classify the following words according to the pronunciation of their final "ed"

Called, stopped, started, booked, beard, heard, addicted, honored, graphed, smelled, watched, added, graphed, spotted, connected, argued, triggered, played, kicked, dreamed, ruled, clothed, heated, warmed, wanted, piped, calculated, canned.

/ t /	/ d /	/ id /

# SYLLABLES



# STRESS

## Stress

يقصد به المقطع المشدد في الكلمة  
هناك قواعد تساعد على إيجاد المقطع المشدد في كلمة دون  
نطقها وهي كالآتي

- one syllable words have stress the 1st letter الكلمات  
المشكلة من مقطع واحد تكون الشدة في الحرف الأول

but, keep, close

verbs and prepositions have stress

- ★ on the 2nd syllable: الفعل مشدد  
في المقطع 2

deNY, arGUE, diRECT

- two syllables words  
الكلمات المشكلة من مقطعين

nouns, adjectives, adverbs have stress

- ★ on the 1st syllable: اسم, صفة, ظرف  
تكون مشددة في المقطع 1

FUNny, OfFice

- most three syllable words have stress  
on the 1st syllable 3 معظم الكلمات من  
مقاطع تكون مشددة في المقطع 1

DIFficult, CONsider  
Except: reMEMber, toGEther, adVisor

- words ending with ب الكلمات التي تنتهي ب  
(able, ial, cian, ery, ian, ia, ient, ish, osis, ible, ious, ic, tion, sion)  
تحتسب عدد المقاطع - 1 تجد المقطع المشدد

soLUtion, GRAphic, Vision

- Words ending with ب الكلمات التي تنتهي ب  
(ous, cy, thy, ty, phy, gy, ical, ence, ate, ent)  
تحتسب عدد المقاطع - 2 تجد المقطع المشدد

democracy, comMUnicate,  
COMpetence

- Words that use the suffix هذه اللواحق  
ade, ee, ese, eer, que, tee, or oon have stress on the suffix  
تكون الشدة في اللاحقة نفسها

cruSADE, guaranTEE, JapaNESE,  
phySIQUE, carTOON

- nouns made out of two nouns. الأسماء المركبة من اسمين  
the stress is on the stressed syllable of the first word  
تكون الشدة في المقطع المشدد من الكلمة الأولى

SEAfood (sea + food), ICEland (ice +  
land), BASketball (basket + ball)

- adjectives made of at least two words. الصفات المركبة من صفتين  
the stress is placed in the stressed syllable of the second word  
تكون الشدة في المقطع المشدد من الكلمة الثانية

ten-Meter, old-Fashioned, fifteen-  
Minute

- Reflexive pronouns usually take the stress on The second  
syllable الضمائر المنعكسة تحمل الشدة في المقطع 2

mySELF, yourSELVES

### EXERCISE 11: Classify the following words according to the number of their syllables

Birthday, Airplane, Fireman, Football, Pancake, Strawberry, Bathtub, Skateboard, Cupcake, Alligator, back, Microwave, art, Snowflake, Spaghetti, Baseball, Toothbrush, Sidewalk, Bedroom, Ponytail, age, Blackbird, accommodate, Watermelon, Doorbell, Helicopter, Peanut, ability, Flashlight, absolute, acceptance, addition, Painted, walked, table, forgotten, necessary, engineer, technical, question, psychology, apple, spider, computer, happiness, sadness, television, biology, quick, take, white, black, continue, sleep, delegate, processor, ecstatic, cautious, various, pronunciation, syllable.

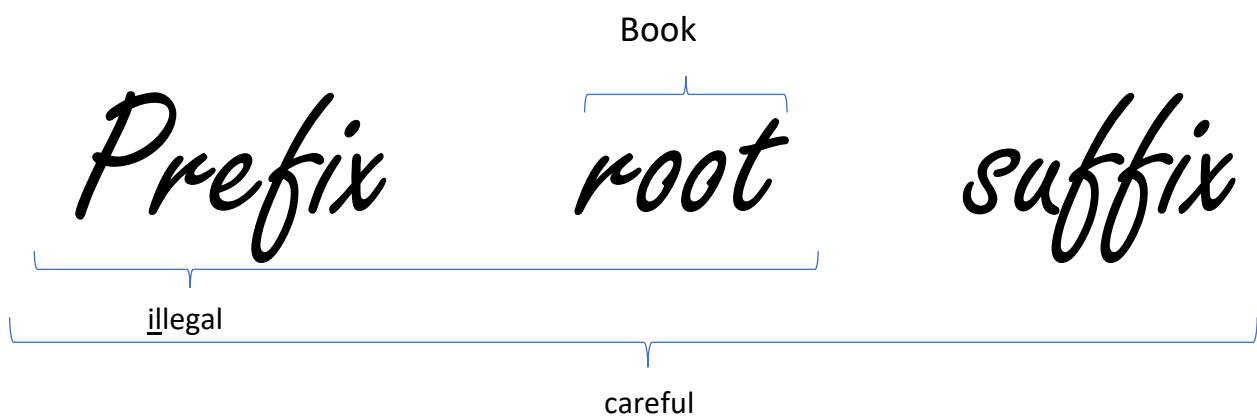
1 syllable	2 syllables	3 syllables	More than 3

### EXERCISE 12: Classify the following words according to the stressed syllable

Frustration, Delicious, Empiric, Fidelity, Flexibility, Mysterious, Incredible, Generous Nationality, Responsible, Activity, Activist, Perceptible, Salvation, Birthday, Airplane, Fireman, Football, Pancake, Strawberry, Bathtub, Skateboard, Cupcake, back, Microwave, art, Snowflake, Spaghetti, white, Baseball, Toothbrush, Sidewalk, Bedroom, Ponytail, age, Blackbird, accommodate, Doorbell, Peanut, ability, addition.

1st syllable	2nd syllable	3rd syllable	4th syllable

## PREFIX/ROOT/SUFFIX



## part 1: ( im, in, il, ir, un, mis, dis, de) لتشكيل طباق سلب يكفي فقط إضافة سابقة للكلمة وهي

☀️ to answer this question we only use **NEGATIVE PREFIXES ( im, in, il, ir, un, mis, dis, de)**  
 (m;p) ≠ im... , (L) ≠ il..... , (r) ≠ ir.... , (.....ful) ≠ (.....less)  
 Mortal ≠ immortal legal ≠ illegal responsible ≠ irresponsible areful ≠ careless

### EXERCISE 13: Give the opposites of the following words keeping the same root.

pure – important – responsibility – legal – acceptable – effective – hopeful – moral – fair – responsible –  
 behave – tolerance – careful – understand – populated - known - fertile – integration – approve - apply –  
 availability

## part 2:

PPREFIX	ROOT	SUFFIX
In, im, il, ir, un, mis, dis, anti, under, over, inter, extra, hyper, auto, de, down, up, mega, re, semi, sub, ultra, out	The smallest part that has utterance	er, ion, sion, tion, ment, ed, age, able, ic, ful, less, ness, ive, ity, ing, or, ly, al, ance, ence, ship, ty, ary, ous, ious, y, en, ize, ise, ward, wise, ism, dom, acy,

**Example:** underperformance, having, strengthened, include, subconscious

PPREFIX	ROOT	SUFFIX
Under	Perform	Ance
/	Have	ing
/	Strength	En,ed/ ened
/	Include	/
Sub	Conscious	/

# VERB / NOUN / ADJECTIVE

VERB	NOUN	ADJECTIVE
To + stem sometimes you need to go from noun or adjective to create a verb: 1-remove the suffix 2- add one of these suffixes to create the verb ( ate, en, fy, ify, ize, ise	Stem + er, ion, sion, tion, ity,ty, ment, ness, or, ship, age, ance, ence, dom, acy, ism, ing, ption	Stem + able, ible, al, ant, ary, ic, ious, ous, ive, less, y, ing, ful, ic, ical, ed.

### Example:

VERB	NOUN	ADJECTIVE
To regulate	Regulation	Regulated
To satisfy	Satisfaction	Satisfying
To free	Freedom	Freely/free
To strengthen	Strength	Strong
To forgive	Forgiveness	Forgivable
To accept	Acceptance	Acceptable
To bleed	Blood	Bloody
To bore	Boredom	Boring
To bury	Burial	Buried
To challenge	Challenge	Challenging
To continue	Continuity	Continuous
To die	Death	Dead
To fly	Flight	Flying
To identify	Identity	Identifying
To please	Pleasure	Pleasant
To whiten	Whiteness	White
To secure	Security	Secured

## HOW TO ASK A QUESTION

To ask a question about the subject: (wh qst) + verb + object +? subject قاعدة السؤال على example:

Ahmed visited Karim -----> who visited Karim?

the lion is eating the meat -----> what is eating the meat?

☞ the underlined word must be omitted from the question

To ask a question about the object: object قاعدة السؤال على

• with a simple tense: (الأفعال المشكلة من جزء واحد) مع الأزمنة البسيطة

wh + { did  
do + subject + stem + the rest of the sentence + ?  
does

Example:

Ahmed visited Karim -----> who did Ahmed visit ?

the lion eats the meat -----> what does the lion eat ?

I <—> YOU/HE/SHE  
ME <—> YOU  
MY <—> YOUR  
WE <—> WE / YOU  
MINE <—> YOURS  
....etc

• With a compound tense: (الأفعال المشكلة من جزئين) مع الأزمنة البسيطة

wh + (1<sup>st</sup> part of the verb) + subject + (2<sup>nd</sup> part of the subject) + ....?

Example:

he was eating chocolate -----> what was he eating?

I will call you -----> who will you call?

Khaled had eaten his meal -----> what had Khaled eaten?

## EXERCISE 14: ask a question that the underlined word answer

- Ahmed is writing a book. ?
- He walks home from work. ?
- The children are playing in the garden. ?
- Peter runs with his friends on Sundays. ?
- My bird has a cage in the garden. ?
- We go to work by bus. ?
- she likes animals because they are nice. ?

What: ماذا when: متى  
where: أين (because.....)  
why: لماذا  
who: من which: أي  
whose: لمن how: كيف  
how many: كم عددية  
how much: كم الثمنية  
by what: ماذا بواسطة  
how far: البعد  
how long: المدة  
how deep: العمق  
how heavy: الثقل  
how tall: الطول  
how old: العمر  
how high: الارتفاع  
how often: عدد المرات  
how fast: السرعة  
how wide: الاتساع

# HOW TO REORDER SENTENCES

Be aware of

. N  
, n  
n

- The beginning and ending of each statement might help capitalization, lowercase, full stop (.), comma (,) or an empty space at the end  
بدايات و نهايات الجمل تساعد بشكل كبير جدا
- The first statement needs to start with a clear nominative subject and not with: Pronouns, subordinators, coordinators, relative adverbs, relative pronouns...etc  
They, because, and, who.....etc  
أول جملة يجب أن تبدأ بإسم واضح و ليس ضمير.....الخ
- The last statement have to end with ( . / ? / ! )  
آخر جملة يجب أن تنتهي ب ( . / ? / ! )

**Example:**

**Reorder the following statements**

- It also contributes to the economic progress of its community.
  - to improve its business performance,
  - Responsible business conduct allows an enterprise
  - make profits, and meet its stakeholders' expectations.
- (C – B – D – A)

## EXERCISE 15: Reorder the following statements to make a coherent paragraph

- as they are quite similar in size and gravity.
- Astronomers have known Venus for thousands of years.
- It is sometimes called the sister planet of the earth
- Anyway the two planets are very different.

إنتبه لصيغة السؤال

هنا يكفي ترتيب الجمل كما في المثال Reorder the following statements

هنا يجب ترتيب الجمل على شكل فقرة Reorder the following statements to make a coherent paragraph

# UNLESS

## Unless: if .....not

### Example:

- If you don't study you will fail -----> unless you study you will fail correct ✓  
 unless you don't study you will fail false ✗
- If you didn't lose your keys, you would be at home ---> unless you lost you keys, you would be at home correct ✓  
 unless you didn't lose you keys, you would be at home false ✗
- if you hadn't suggested it, I wouldn't have phoned him ----> unless you had suggested it, I wouldn't have phoned him correct ✓  
 unless you hadn't suggested it, I wouldn't have phoned him false ✗

### EXERCISE 16 :Complete the Conditional Sentences with the correct form using unless.

- I will not travel to London if I don't get a cheap flight.
- If I hadn't studied, I wouldn't have passed the exam.
- I would go to school by bus if I didn't have a driving license.

# CAUSE & RESULT

## The cause:

### 1/- (because, since, as) + subject

توضع أدوات السبب دائما قبل الجملة التي حدثت أولا

### Example:

the baby is crying, he is hungry -----> the baby is crying **since** he is hungry

### 2/- (due to, for, because of, owing to) + {noun phrase(an.../a...) / gerund(stem+ing)}

### Example:

the unemployment was high, an economic crisis -----> the unemployment was high **due to** an economic crisis

توضع أدوات النتيجة دائما قبل الجملة التي حدثت ثانيا

## The result:

### 1/- (as a result, consequently, so, so that, thus, therefore) + subject

### Example:

the plan was delayed, I had to wait for 5 hours-----> the plan was delayed **thus** I had to wait for 5 hours

1-----cause----->2

1<-----consequence-----2

the plan was delayed, I had to wait for 5 hours-----> I had to wait for 5 hours because the plan was delayed

### EXERCISE 17: complete the sentences using due to/ thus / as a result / because of

- She didn't come to school her illness.
- He took his medicine regularly. , he got better.
- I was talking to my friend I didn't understand the lesson.
- I stayed up all night. , I woke up late.
- She is rich , everybody wants to marry her.
- Many people died corona.
- He died his careless driving.

# IN SPITE OF / DESPITE / ALTHOUGH

*In spite of, despite and although* are all used to show a contrast but there are differences in the structures used with them. تستعمل جميعها لتبيان التضاد.

## In spite of / despite

### Despite + noun + rest of the sentence

- We enjoyed our camping holiday *in spite of* the rain.
- Despite* the pain in his leg he completed the marathon.
- Despite* having all the necessary qualifications, they didn't offer me the job.
- ~~Despite~~ of the bad weather, there was a large crowd at the match. **false**
- Despite* the bad weather, there was a large crowd at the match. **correct**
- In spite of* the bad weather, there was a large crowd at the match. **correct**

Remember that the gerund ('ing' form) is the 'noun' form of a verb. The only difference between *in spite of* and *despite* is the 'of'.

## Although / Though

### Although + subject + rest of the sentence

- We enjoyed our camping holiday *although* it rained every day.
  - Although* he worked very hard, he didn't manage to pass the exam.
  - The holiday was great *although* the hotel wasn't very nice.
- We can use *in spite of* and *despite* with a subject and verb if we include the expression 'the fact that'.
- In spite of the fact that* he worked very hard, he didn't manage to pass the exam.
  - Despite the fact that* he worked very hard, he didn't manage to pass the exam.

## Even though

### Even though is a slightly stronger form of although.

- We decided to buy the house *even though* we didn't really have enough money.
- You keep making that stupid noise *even though* I've asked you to stop three times.

Like *although*, *even though* is followed by a subject and a verb.

## EXERCISE 18: Choose from: Despite / In spite of / although / even though / though / despite the fact that / in spite of the fact that.

- the bad weather, we went on a school picnic.
- her sickness, Asma went to school.
- My parents are never pleased with my grades I get nothing less than a 'B'.
- the heavy snow, we managed to get to the meeting on time.
- we played well, we couldn't win the game.
- The elevator was out of order so I had to use the stairs being exhausted.
- I am not going to eat fast food I am starving.

# ACTIVE & PASSIVE VOICE:

**A.V :** Subject + verb + object + rest of the stce



**P.V :** subject+ (to be) + (past participle of the main verb/ V3) + by+ agent + rest of the sentence

Example:

Ahmed eats an apple  
An apple is eaten by Ahmed

☀ **A.V: subject pronouns** —→ **P.V: Object pronouns**

Tense	Active voice	Passive voice	Active Form	Passive Form
Simple present	Keep	Is/are kept	I keep the butter in the fridge.	The butter is kept in the fridge.
Present continuous	Am/is/are keeping	Is/are being kept	I am keeping the butter in the fridge.	The butter is being kept in the fridge.
Simple past	Kept	Was/were kept	I kept the butter in the fridge.	The butter was kept in the fridge.
Past continuous	Was/were keeping	Was/were being kept	I was keeping the butter in the fridge.	The butter was being kept in the fridge.
Present perfect	Have/has kept	Have/has been kept	I have kept the butter in the fridge.	The butter have been kept in the fridge.
Past perfect	had kept	had been kept	I had kept the butter in the fridge.	The butter had been kept in the fridge.
Simple Future	will keep	will be kept	I will keep the butter in the fridge.	The butter will be kept in the fridge.
Conditional Present	would keep	would be kept	I would keep the butter in the fridge.	The butter would be kept in the fridge.

**EXERCISE 19: Rewrite sentence (b) so it means the same as (a)**

- a. He opens the door.
- b.
- a. We moved the table.
- b.
- a. She plays a lot of games.
- b.
- a. I draw a picture.
- b.
- a. karim wear red shoes.
- b.
- a. They will not help you.
- b.

# DIRECT & REPORTED (INDIRECT) SPEECH

He {  
Said  
told  
Demanded  
Asked  
Requested  
Ordered  
Wanted to know

+ :<<.....>>

Observe that all the verbs listed before are conjugated in the past

**REMEMBER:**

when the introducing verb is conjugated in the past we change everything inside the brackets when we transform from direct-----> reported speech

Example:

He said:<< I am the king >>  
he said that he was the king

he says:<< I am the king >>  
he says that he is the king

Notice that when the introducing verb is present simple, nothing changed during the transformation

**REMEMBER:**

when the introducing verb is conjugated in present or future tense, everything included inside the brackets remains the same during the transformation as shown in the example

Types of change	
D.S	I.S
He said:<< ....declarative sentence...>> e.g: he said:<< I am the teacher >>	He said that..... e.g: he said that he was the teacher
He asked:<< ....WH QST....? >> e.g: he asked:<< where is the teacher? >>	He asked ( the same WH QST used) e.g: he asked where the teacher was
He asked:<< ....YES/NO QST....? >> e.g: he asked:<< are you the teacher? >>	He asked IF..... e.g: he asked if I was the teacher
He ordered me:<<.....order.....>> e.g: he ordered me :<<give me the pen >>	He ordered me to..... e.g: he ordered me to give him the pen
He requested/ asked me:<< a request.....>> e.g: he requested me:<< can you help me. please! >>	He requested me to..... e.g: he requested me to help him

D.S	I.S
present simple	Past simple
present continuous	Past continuous
past simple	Past simple / past perfect
present perfect	Past perfect
past perfect (doesn't change)	Past perfect
Will	would
Would (doesn't change)	would
Can	could
Could (doesn't change)	could
Shall	should
Should (doesn't change)	should
Might (doesn't change)	might
must	Had to

Phrase in direct speech	Equivalent in reported speech
Today	that day
Yesterday	the day before
The day before yesterday	two days before
Tomorrow	the next/following day
The day after tomorrow	in two days time/ two days later
Next week/month/year	the following week/month/year
Last week/month/year	the previous/week/month/year
Ago	before
this (for time)	that
this/that (adjectives)	the
Here	there

### EXERCISE 20: Rewrite sentence (b) so it means the same as (a)

1. "Don't do it!"

\_\_\_\_\_

4. "She got married last year"

\_\_\_\_\_

8. "We went to the cinema and then to a Chinese restaurant"

\_\_\_\_\_

12. "Do you work in London?"

\_\_\_\_\_

9. "I'll come and help you at twelve"

\_\_\_\_\_

# كيفية كتابة فقرة

# HOW TO WRITE A PARAGRAPH

لكتابة فقرة في الإنجليزية وتحصيل علامة ممتازة يجب الإنتباه للنقاط التالية:

- الهيكل المطلوبة
- المحتوى (السؤال المراد الإجابة عنه)
- الحجم المطلوب

## الهيكل

هناك 3 انواع رئيسية:

- COMPOSITION / ESSAY
- ARTICLE / PARAGRAPH / SPEECH
- LETTER

## المحتوى

هو السؤال الذي يطرح في نهاية الموضوع يكون مقسم لنوعين:

### النوع الأول TOPIC ONE

وتكون فقرة موجهة حيث يعطي لك بعض المعلومات التي بتوظيفها تساعدك على إنشاء فقرة, عادة تكون لها علاقة بالنص

### النوع الثاني TOPIC TWO

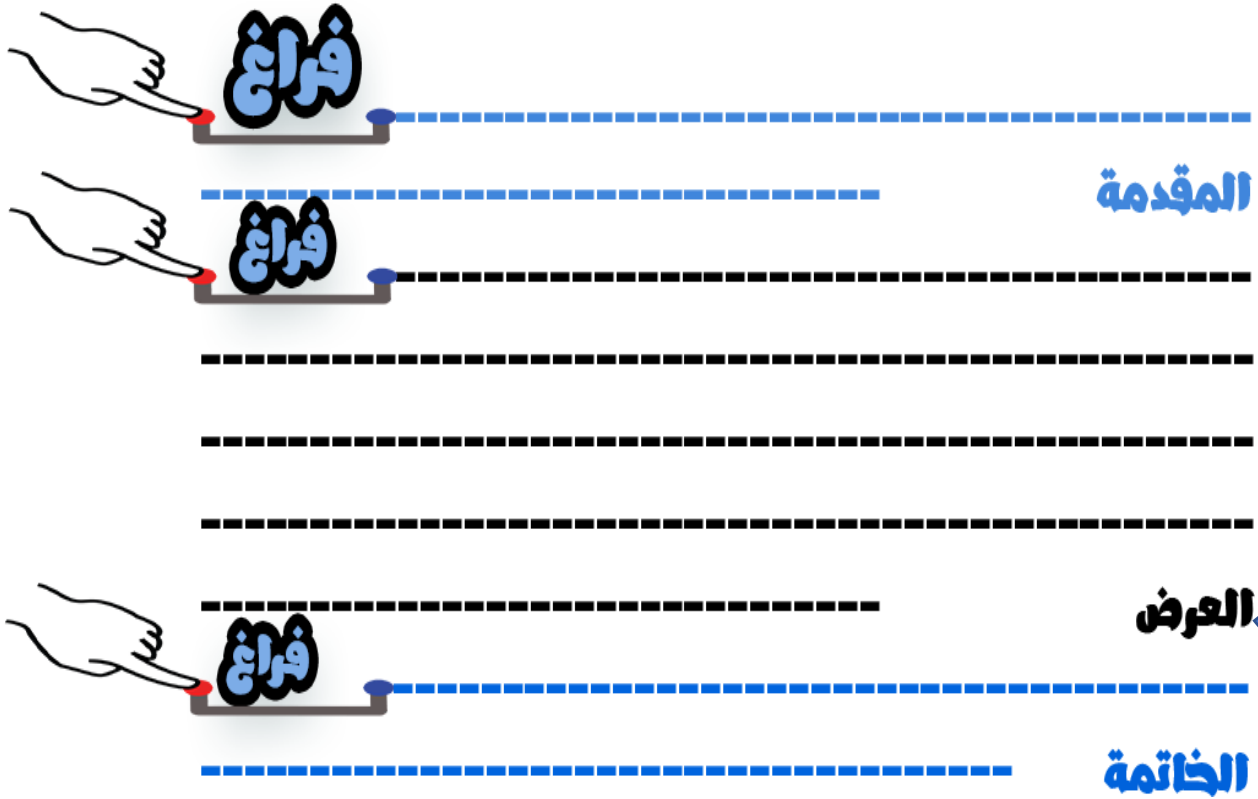
و تكون فقرة حرة بدون مساعدة, عادة لا تكون لها علاقة بموضوع النص.

## الحجم

يدرج في نص السؤال عادة يكون من 80 إلى 120 كلمة أي ما يعادل 14 سطر تقريبا

## COMPOSITON / ESSAY

يكون على شكل مقدمة / عرض / خاتمة من هذا الشكل:



هذا الفراغ واجب لأنه الشيء الذي يبين انتقالك من المقدمة للعرض و من العرض للخاتمة.

ما الفرق بين COMPOSTION / ESSAY ← الفرق يكمن في جزء العرض

- Composition فيها فقرة واحدة فقط
- Essay فيها فقرة واحدة أو عدة فقرات حسب الرغبة

### Example

Child labour is a worldwide crime. It refers to children exploitation. This danger became a major issue yet the remaining problem is not knowing how to tackle it. Therefore, several procedures must be taken to fight this problem

First and foremost, we have to fight poverty by increasing the salary of all workers especially the poor ones so they can close the gap of being in need. Second, supporting poor families to educate their children such as making organizations to help children fulfil their needs including buying supplies of studying for instance bags/books/.... etc.. After that, we have to impose stringent regulations to ban child labour definitely because it's the main problem. Lastly and most importantly, it is obligatory to sensitize families of the dangers of this latter due to its speed at spreading, to put it differently this problem is expanding fatly and we have to stop it.

To conclude we have to put hand in hand to ban this danger completely to live in a better world because this is not a personal issue but all people concern.

## ARTICLE / PARAGRAPH / SPEECH

يكون على شكل فقرة واحدة من هذا الشكل:

جزء واحد فيه كل من

المقدمة و العرض و الخاتمة



Blank lines for writing the paragraph structure: Introduction, Body, and Conclusion.

### Example

Illegal activities typically describe something that is explicitly prohibited by law. Therefore, it must be eradicated. First and foremost, fighting corruption by Giving a better salary to workers because low wages are the main source of this latter. Second, comes bribery and to ban this issue it is important to enhance the educational system by sensitizing students and families about it and how to reduce it and to report any act of bribery seen or noticed in any field. Finally and most importantly, especially nepotism which refers to one of the major problems that spread at a fast speed and it's extremely tough to deal with it but to begin banning this problem we have to report the practicing of nepotism by any person in any place especially if the one getting the benefit is not qualified for occupying that job...etc. To conclude, these are some of the solution that can be offered yet the list still goes on, as well as fighting this danger is not only government concern but all citizens need to help and be reunited as one person in order to erase this latter completely, so we have to put hand in hand to live in the better world we are all dreaming of.

### ما الفرق بين ARTICLE / PARAGRAPH / SPEECH

- ARTICLE / PARAGRAPH وجهان لعملة واحدة لا يوجد فرق
- SPEECH فيه إختلاف من حيث المحتوى حيث تجدون فيه استعمال ضمائر المتكلم بكثرة ببساطة لأنه خطاب عبارات من هذا الشكل

I think..., I believe..., we must..., we have to...

It is in my concern to..., our society needs....., this depends on us.....etc

## رسالة LETTER

لها هيكلتها الخاصة و تكون من الشكل:

**SENDER'S NAME,  
SENDER'S ADDRESS,**

**RECEIVER'S NAME,  
RECEIVER'S ADDRESS,  
DATE,**

**TO/DEAR RECEIVER'S NAME,**

جزء واحد فيه كل من

المقدمة و العرض و الخاتمة

أو عدة فقرات لكم الحرية



-----

-----

-----

-----

-----

-----

-----

### Example

اختبار في مادة: اللغة الانجليزية / الشعبة: علوم تجريبية، رياضيات، تقني رياضي، تسيير واقتصاد / بكالوريا 2016

#### الموضوع الثاني

#### Part One: Reading.

(15 points)

Read the text carefully and do the activities.

Mrs. Ann Summers  
Majestic Travel Agency Manager  
2576 St. Rt. 3  
Marblehead, Ohio

92187 Summerfield St.  
Grove City, Liverpool 43123

June 10, 2015

Dear Mrs. Summers,

I am writing to complain about the poor standard of accommodation during my last holiday. I booked this self-catering holiday last year with your travel agency to Hawaii. When I came back, I immediately visited the agency to complain and seek compensation for my shocking experiences.

If I had known that the accommodation would be so poor, I would have booked from the beginning a full-service holiday. What I expected was a luxurious apartment with a small oven. Not only was the room dirty and full of bugs, but the shower was broken and unusable. To make matters even worse, there was no oven as I had requested. I have never seen such a bad service at a self-catering holiday before. You can imagine my anger when I had to eat out. Not surprisingly, I booked another room, which, although without an oven, was at least clean and with a working shower. Therefore, this room cost a lot more than the apartment and I had to eat out too.

My purpose in visiting the agency was to ask for compensation. The young lady who served me offered some supporting documents as compensation. She advised me to take my time with the answer. I have decided to ask your agency for a cash refund. Would a refund of about 500 dollars be too much to expect?

At the very least, I would like **you** to inform me of the action you will take with regard to the additional expenses I have paid. Unless adequate action is taken, I shall have no other option but to publish this letter in the local newspaper.

Sincere regards,  
Bill Gordon

# LINKING WORDS

## Linking Words

### أدوات الترتيب Order

first/firstly/to begin/to start/ at the beginning أولا

second/secondly ثانيا

third/thirdly ثالثا

next/then/after that بعد ذلك

also/in addition/moreover/furthermore كذلك

finally/أخيرا/ last but not least/أخيرا وليس آخرا/ lastly and most importantly أخيرا وكأهم جزء

to conclude/in conclusion/at the end كخاتمة

### أدوات التوكيد Emphasis

undoubtedly/without a doubt دون شك

indeed بالفعل

obviously/clearly بوضوح

particularly/in particular/especially خاصة

importantly أهم

absolutely/definitely حتما، إطلاقا

it should be noted يجب أن يؤخذ في الحسبان

unquestionably دون سؤال

positively أكيد

### التعميم Generalization

in general/generally عموما

overall فوق كل شيء

in most cases في معظم الحالات

on the whole ككل

### أدوات التلخيص Summary

to summarize/altogether/

in short/briefly/to sum up باختصار

## Linking Words

### Restatement إعادة الصياغة

in other words عبارة أخرى

to put it differently بصياغة أخرى

### condition الشرط

إذا if

as long as/provided that/providing that بشرط

in case في حالة

unless إذا لم

### reason السبب

because/since/as بسبب

due to/owing to/because of راجع إلى / بسبب

### illustration إعطاء مثال

for example/for instance/such as/ like/namely مثل

to demonstrate/to clarify للتوضيح

including يتضمن

### concession الاعتراف والتنازل

admittedly على نحو لا يمكن إنكاره

up to a point إلى حد ما

even so ومع ذلك

even if حتى إذا

however مع ذلك

### contrast التضاد

unlike على عكس

despite/in spite of/nevertheless/nonetheless ومع ذلك

though/although/eventhough على الرغم من

differing from/contrary to/whereas/in contrast to على عكس /على خلاف

conversely على عكس

even so ومع ذلك

even if حتى إذا

### comparison المقارنة

similarly/equally/likewise/just as/just like مماثل

correspondingly مشابه

in the same way بنفس الطريقة

compared to (with) مقارنة ب /مع

### goal (purpose) الهدف

in order to/ so as to/ to بهدف

# أسئلة البكالوريا

## Part one :

read the text carefully then do the activities

### A/- comprehension

QST 1: choose the letter that corresponds to the right answer:

a/-NEWSPAPER جريدة

check the text's source, you have to find a name of a publishing house تفقد المصدر أسفل النص تجد اسم دار نشر  
example:

New York times, Friday 02 may (published)

b/-WEB ARTICLE مقال أنترنت

check the text's source, you have to find a web address تفقد المصدر أسفل النص تجد رابط لموقع  
example:

adapted from [www.encyeducation.com](http://www.encyeducation.com)

c/-MAGAZINE مجلة

check the text's source, you have to find a name of a magazine تفقد المصدر أسفل النص تجد شيء من هذا القبيل  
example:

the health, June 2016 (adapted)

d/- A LETTER رسالة

check the text's source, you have to find a receiver (dear....)/ or you will find the type of the letter هيكلة الرسالة واضحة جدا  
example:

writing class : letter of gratitude

e/-DESCRIPTIVE وصفي

the author describes something in his text, you have to find a lot of adjectives, adverbs, metaphors, similarity, contrast..etc. كثرة الوصف والصفات

f/-PRESCRIPTIVE نصحي, إرشادي, أمري

when the writer is talking about a negative situation happening to a certain category of people while giving solutions based on powerful arguments يحاول الكاتب إصلاح حالة سلبية وإعطاء حلول

g/-NARRATIVE سردي

old actions or events such as civilization أحداث قديمة

h/-ARGUMENTATIVE حجاجي

lots of arguments and examples will be found in the text, you will find words and phrases of illustration and emphasis: because of, due to, undoubtedly, especially, for instance, positively...etc كثرة الحجج والبراهين والأمثلة

i/-EXPOSITORY تفسيري إيضاحي

the writer uses explanation and mostly scientific subjects يستعمل الكاتب الشرح بكثرة وتكون عادة مواضيع علمية food safety, science...etc

j/-SURVEY دراسة

statistics, data, percentages, numbers...etc

k/- SPEECH خطاب

the writer uses PRESENT TENSE a lot and tries to motivate people while using sentences like: I think..., I believe..., we must..., we have to...etc يستعمل الكاتب زمن المضارع و ضمائر المتكلم بكثرة

l/-INTERVIEW/CONVERSATION مقابلة

a discussion -  
-

**QST 2: are the following statements true/false? Write T or F next to the letter corresponding to the write answer**

- لا داعي لكتابة الجمل
- تكون الإجابة النموذجية من هذا الشكل :

A	B	C	D
T	F	F	T

**QST 3: are the following statements true/false? Justify the false ones** هنا إنتبه هو يطلب تصحيح الجمل الخاطئة

Here we don't use the table, we just write T or F then we justify, for instance:

A/-T

B/-T

C/-F, justification.....

D/-F, justification.....

**QST 4: write the letter that best completes the statement:**

A/- Kepler 452b is the most.....to our planet.

a/- different      b/- remote      c/- similar

**QST 5: answer the following questions according to the text**

**a/-WH QSTs:**

What: ماذا , when: متى , where: أين , why: لماذا (because.....)

who: من , which: أي , whose: لمن , whom: من للمفعول

how: كيف , how many: كم عددية , how much: كم الثمنية , how far: البعد

how long: المدة , how deep: العمق , how heavy: الثقل

how tall: الطول , how old: العمر , how high: الارتفاع

how often: عدد المرات , how fast: السرعة , how wide: الاتساع

**b/-YES/NO QSTs (auxiliary qsts)**

is he.....?

Does she.....?

yes, he is. / no, he is not.

Yes, she does. / no, she does not.

do you .....?

Are they.....?

yes, I do. / no, I don't.

yes, they are. / no, they are not.

**c/- LIST FROM THE TEXT**

list from the text four counterfeited products?

**QST 6: copy the title you think is the most appropriate**

a/-..... b/-..... c/-.....

**QST 7: in which paragraph is it mentioned that.....? في أي فقرة ذكر أن.....?**

Return to the text and search about the place of that statement عد للنص وابحث عن الفقرة التي ذكرت فيها العبارة

**QST 8: give a title to the text.**

**QST 9: give the general idea of the text.**

**QST 10: what/who do the underlined words refer to in the text?**

تعويض ما قبلها { Subject pronouns : I, YOU, HE, SHE, IT, WE, THEY  
object pronouns : ME, YOU, HIM, HER, IT, US, THEM  
relative pronouns : WHO, WHOM, WHICH, WHOSE, ...ETC & THAT

تعويض ما بعدها { possessive adjectives : MY, YOUR, HIS, HER, ITS, OUR, THEIR  
demonstratives : THIS, THAT, THOSE, THESE,.....ETC

**≠**

## B/- text exploration

**QST 1: find in the text words or phrases that are closest in meaning to the following?**

You have to find synonyms of the words given بالعودة للنص تجد مرادفات الكلمات عند الفقرات المبينة بجانبها  
example:

work=.....(1\$) , ask=.....(3\$)

**QST 2: find in the text words or phrases that are opposite in meaning to the following?**

You have to find antonyms of the words given بالعودة للنص تجد أضداد الكلمات عند الفقرات المبينة بجانبها  
example:

reduce≠.....(3\$) , find≠.....(2\$)

**QST 3: find in the text words whose definition is the following?**

You have to find words from the text that that can be defined as given  
example:

.to be overweight because of lots of eating

**QST 4: match each word with its definition/opposite/synonym**

Word	Definition
Illegal	One's attitude
Embezzle	The act of stealing money from the bank
Behavior	Contrary to law

**QST 5: give the opposite of the following words keeping the same root**

**QST 6: divide the following words into PREFIX, ROOT, SUFFIX**

**QST 7: complete the table below**

**QST 7: classify the following words according to the pronunciation of their final "s"**

QST 8: classify the following words according to the pronunciation of their final "ed"

QST 9: classify the following words according to the number of their syllables

QST 10: classify the following words according to the stressed syllable

QST 11: fill in the gaps with words from the list

هذا جدول مساعد يمكنك من معرفة ما يجب وضعه في الفراغ إنطلاقاً من الكلمة الموجودة قبل الفراغ

قبل الفراغ Before the gap	ما يجب أن يكون في الفراغ In the gap
Subject	Verb
More, less	Than
The most, the least	Adjective, likely
By, for, through...etc	Stem+ing
To	Stem/ Noun
Many, lots of, a lot of....	Plural
Adjective	Noun
....., .....	And
So	Adjective
Such	Noun phrase (an...../a.....)
To be (in any tense)	Stem+ing / past participle
To have (in any tense)	Past participle

QST 12: reorder the following sentences/statements

QST 13: reorder the following sentences/statements to make a coherent paragraph

QST 14: combine the following pairs of sentences using: (was, were) able to, had to, used to

QST 15: ask a question that the underlined word answer

QST 16: combine the following pairs of sentences using the appropriate connector

## Part two :

Choose ONE of the following topics:

Topic one: guided topic فقرة موجهة

Topic two: free topic فقرة حرة

# طوله التمارين

### EXERCISE 1: Fill the gaps with had to, used to, was/were able to.

- In ancient times people **USED TO** worship stones.
- The Egyptians **WERE ABLE TO** produce crops in the fertile soil of the Nile Valley.
- She **USED TO** read 2 books a day.
- In the past people **HAD TO** travel on animals back.

### EXERCISE 2: turn the adjective between brackets into a comparative or a superlative form.

- 1.He was the **MOST CLEVER** thief of all.
- 2.Who is the **THE RICHEST** woman on earth?
- 3.Our house is **THE BIGGEST** than yours.
- 4.this book is **MORE INTERESTING** than the old one.
- 5.He is the **OLDEST** of four children.
- 6.What's **THE LARGEST** city in the world?
- 7.you are **CREEPIER** than your friend

### EXERCISE 3: put the verbs between brackets in their correct form

#### Type 1:

- If you **GO** out with your friends tonight, I **WILL WATCH** the football match on TV.
- I **WILL EARN** a lot of money if I **GET** that job.

#### Type 2:

- If he **TRIED** harder, he **WOULD REACH** his goals.
- I **WOULD BUY** these shoes if they **FIT** me .

#### Type 3:

- If we **HAD LISTENED** to the radio, we **WOULD HAVE HEARD** the news.
- If you **HAD SWITCH** on the lights, you **WOULD NOT HAVE FALLEN** over the chair.

### EXERCISE 4: make a wish

1. I regret talking to you last night. >>> I wish **WOULDN'T TALK TO YOU LAST NIGHT**
2. My sister doesn't invite me to go with her >>> I wish **MY SISTER WOULD INVITE ME TO GO WITH HER**
3. I want to have money.>>> I wish **HAD MONEY/ COULD HAVE MONEY**
4. I didn't study for my exams. >>> I wish **I HAD STUDIED FOR MY EXAMS**
5. I didn't know she was ill. >>> I wish **HAD KNOWN SHE WAS ILL**

### EXERCISE 5: complete the sentences

4. We should fight corruption  
it's high time we **FOUGHT CORRUPTION**
5. the government should eradicate illegal activities  
it's high time the government **ERADICATED ILLEGAL ACTIVITIES**
6. all citizens should report nepotism  
it's high time all citizens **REPORTED NEPOTISM**

### EXERCISE 7: give advice

If she doesn't hurry, we will miss the bus => **SHE HAD BETTER TO HURRY**

If he tried harder, he would reach his goals => **HE SHOULD TRY HARDER**

If I had taken my umbrella, I wouldn't have gotten wet => **I OUGHT TO TAKE MY UMBRELLA**

### EXERCISE 8: complete the sentences using the appropriate modal

You seem so sick, you **MUST** see a doctor

Sir **CAN** you answer my question please!

She **SHOULD** come fast, or we will be late for the feast.

### EXERCISE 9: Classify the following words according to the pronunciation of their final "s"

/ s /	/ z /	/ ɪz /
hurts -Hearts- books- stops- spots- laughs- maps- cakes- creeps-	Cows- stores- bears- tomatoes- keys- grows- dreams- rules- dads- dogs- lowers- plays- levels- bodies- worries	Glasses- buses- watches- buzzes- washes- bridges- reduces- produces- nurses- switches

### EXERCISE 10: Classify the following words according to the pronunciation of their final "ed"

/ t /	/ d /	/ ɪd /
Stopped- booked- graphed- watched- kicked-	Called- beard- heard- honored- smelled- argued- triggered- played- dreamed- ruled- clothed- warmed- canned	Started- addicted- added- spotted- connected- heated- wanted- calculated

### EXERCISE 11: Classify the following words according to the number of their syllables

1 syllable	2 syllables	3 syllables	More than 3
back, art, age, walked, quick, take, white, black, sleep,	Birthday, Airplane, Fireman, Football, Pancake, Bathtub, Skateboard, Cupcake Snowflake, Baseball, Toothbrush, Sidewalk, Bedroom, Blackbird, Peanut, Doorbell, Flashlight, Painted, table, question, apple, spider, sadness, cautious,	Strawberry, Ponytail, absolute, acceptance, addition, forgotten, engineer, technical, computer, happiness, continue, delegate, processor, ecstatic, various, syllable.	Alligator, Microwave, accommodate, Watermelon, Helicopter, ability, necessary, psychology, television, biology, pronunciation,

### EXERCISE 12: Classify the following words according to the stressed syllable

1st syllable	2nd syllable	3rd syllable	4th syllable
Generous, Activist, Birthday, Airplane, Fireman, Football, Pancake, Strawberry, Bathtub, Skateboard, Cupcake, back, Microwave, art, Snowflake, Spaghetti, white, Baseball, Toothbrush, Sidewalk, Bedroom, Ponytail, age, Blackbird, Doorbell, Peanut,	Delicious,, Empiric, Fidelity, Mysterious, Activity, Salvation, accommodate, ability, addition.	Frustration, Flexibility, Incredible Nationality, Responsible Perceptible,	

### EXERCISE 13: Give the opposites of the following words keeping the same root.

Impure – UNimportant – IRresponsibility – ILlegal – UNacceptable – INeffective – UNhopeful/HopeLESS –  
IMmoral – UNfair – IRresponsible – MISbehave – UNTolerance – careLESS – MISunderstand – DEpopulated -  
UNknown - UNfertile – DISintegration – DISapprove - MISapply – UNavailability

### EXERCISE 14:ask a question that the underlined word answer

Ahmed is writing a book.  
WHAT IS AHME WRITING ?

He walks home from work.  
WHO WALKS HOME FROM WORK ?

The children are playing in the garden.  
WHERE ARE THE CHILDREN PLAYING ?

Peter runs with his friends on Sundays  
WHEN DOES RUN WITH HIS FRIENDS ?

My bird has a cage in the garden.  
WHAT DOES YOUR BIRD HAVE IN THE GARDEN ?

We go to work by bus.  
HOW/BY WHAT DO WE/THEY GO TO WORK ?

she likes animals because they are nice.  
WHY DOES SHE LIKE ANIMALS ?

### EXERCISE 15: Reorder the following statements to make a coherent paragraph

Astronomers have known Venus for thousands of years. It is sometimes called the sister planet of the earth as they are quite similar in size and gravity. Anyway the two planets are very different.

### EXERCISE 16 :Complete the Conditional Sentences with the correct form using unless.

- I will not travel to London UNLESS I get a cheap flight.
- UNLESS I had studied, I wouldn't have passed the exam.
- I would go to school by bus UNLESS I HAD a driving license.

### EXERCISE 17: complete the sentences using due to/ thus / as a result / because of

1. She didn't come to school **DUE TO** her illness.
2. He took his medicine regularly **AS A RESULT** he got better.
3. I was talking to my friend **THUS** I didn't understand the lesson.
4. I stayed up all night **AS A RESULT** I woke up late.
5. She is rich **THUS** everybody wants to marry her.
6. Many people died **BECAUSE OF** corona.
7. He died **DUE TO** his careless driving.

### EXERCISE 18: Choose from: Despite / In spite of / although / even though / though / despite the fact that / in spite of the fact that.

1. **DESPITE** the bad weather, we went on a school picnic.
2. **IN SPITE OF** her sickness, Asma went to school.
3. My parents are never pleased with my grades **ALTHOUGH** I get nothing less than a 'B'.
4. **DESPITE** the heavy snow, we managed to get to the meeting on time.
5. **EVEN THOUGH** we played well, we couldn't win the game.
6. The elevator was out of order so I had to use the stairs **DESPITE** being exhausted.
7. I am not going to eat fast food **DESPITE THE FACT THAT** I am starving

### EXERCISE 19: Rewrite sentence (b) so it means the same as (a)

- a. He opens the door.  
b. **THE DOOR IS OPENED BY HIM**
- a. We moved the table.  
b. **THE TABLE WAS MOVED BY US**
- a. She plays a lot of games.  
b. **A LOT OF GAMES ARE PLAYED BY HER**
- a. I draw a picture.  
b. **A PICTURE IS DRAWN BY ME**
- a. Karim wear red shoes.  
b. **RED SHOES ARE WORN BY KARIM**
- a. They will not help you.  
b. **YOU WILL NOT BE HELPED BY THEM**

### EXERCISE 20: Rewrite sentence (b) so it means the same as (a)

1. "Don't do it!"  
**HE ORDERED ME NOT TO DO IT**
4. "She got married last year"  
**SHE SAID THAT SHE GOT MARRIED THE YEAR BEFORE**
8. "We went to the cinema and then to a Chinese restaurant"  
**THEY SAID THAT THEY WENT TO THE CINEMA THEN TO A CHINESE RESTAURANT**
12. "Do you work in London?"  
**HE ASKED ME IF I WORKED IN LONDON**
9. "I'll come and help you at twelve"  
**YOU SAID THAT YOU WILL COME AND HELP ME AT TWELVE**